

January 2, 2010

Dear Tax Payer,

Enclosed is a blank Form of List for **Fiscal Year 2011**. The **Form of List** is required to be submitted to the Board of Assessors each year as stated by Massachusetts General Laws Chapter 59, Section 29, by March 1<sup>st</sup>. Please complete this form, sign the back, and return it to the Assessor's Office not later than **March 1, 2010**.

If you are no longer in business in the Town of Saugus, please indicate the date of dissolution at the top of the Form of List, sign the form and return it to the Assessor's Office to prevent receiving future bills. If you sold the business, please give the date of sale and the name and mailing address of the new owner.

**\*\*\* Please Note: Assessments for personal property are as of January 1<sup>st</sup> of each year. So, if you dissolved or sold the business after January 1, 2010, you are still responsible for the personal property bill for Fiscal Year 2011. Please bring this to your attorney's attention prior to closing or selling any business.**

Please take the time to complete the Form of List. Indicate any additions or deletions that occurred during calendar year 2009 and provide, if applicable, any supporting documentation (i.e. purchase & sales, appraisal, etc). This will help us to assess you correctly and prevent future problems. If you have any questions, do not hesitate to call the Assessor's Office.

Thank you for your cooperation.

Very truly yours,

Ronald J. Keohan Jr., MAA  
Deputy Assessor

Enclosure